

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, September 23, 2015
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell; and Ron Antonneau

EXCUSED: Emily Ysebaert

STAFF PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Cindy Tappy, Compliance Coordinator; Larry Sterckx, Mechanic Foreman; and April Herlache, Transportation Supervisor

OTHERS PRESENT: Lisa Conard, Brown County Planning; Alderman Dave Nennig and Vincent Caldara, MV General Manager

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:13 a.m.

2. Approval of Agenda

K. Kuehn made a motion to approve the September 23, 2015 agenda. R. Scannell seconded the motion. Motion carried.

3. Approval of the minutes of the August 19, 2015 meeting

K. Kuehn made a motion to approve the minutes from the August 19, 2015 meeting. R. Scannell seconded the motion. Motion carried.

4. Discussion/Action: UWGB U-Pass Program

Motion made by K. Kuehn to approve the UWGB U-Pass Program Agreement until September 30, 2016. J. Withbroe seconded the motion. Motion carried.

5. Discussion/Action: Roof Repairs

P. Kiewiz stated transit has been working with the City of Green Bay's Engineering Department and the architectural firm of Berners Schober regarding the needed roof repairs to our facility. The City Engineer did a site visit and provided Metro with a detailed review.

Representatives of Berners Schober have also inspected the roof. Both parties have made recommendations on repairs needed and have also provided technical specifications.

Metro will work with DPW and purchasing on the procurement for the roof repairs.

Staff is seeking approval of the roof repairs not to not to exceed \$60,000. This allows staff to continue with the project without having to call a special meeting before our October meeting.

R. Kolb inquired when the roof repairs will be done.

P. Kiewiz stated the intention is to start this fall.

J. Withbroe asked if there is a guarantee with these repairs.

P. Kiewiz stated they will definitely stand behind their work. They are not going to tell us that it is going to solve every possible issue with this roof.

The repairs will be paid by using 5339 Bus and Bus Facility Grant money at an 80% Federal and 20% local split.

Motion made by R. Scannell to approve the roof repairs to the lowest, responsive, responsible vendor with the amount not to exceed \$60,000. J. Withbroe seconded the motion. Motion carried.

6. Financial Report

P. Kiewiz stated Metro's budget would be provided to the Commission at the October meeting.

7. Operational Reports

P. Kiewiz stated in your packets you will find several operating reports. She gave a brief overview of the ridership reports for Fixed Route and Paratransit. Monthly schedule adherences for August came in at about 94%. To date, for the 2015 Driver Incentive Program through TMI, Green Bay Metro is currently in first place. Kiewiz stated if the Commission would have any questions, she would be happy to address them.

8. Directors Report

P. Kiewiz stated in your packets you will find a thank you card from Dave Harp's family.

P. Kiewiz stated Greyhound has been going very well. We have finalized the purchase of the exterior sign. We are hoping to have this done by the October meeting. The Dispatch staff has been doing very well. They had a lot to learn with the new system.

A. Herlache commented that most issues have been learning the new system and the procedures for issuing a ticket.

R. Kolb inquired about the parking situation.

P. Kiewiz stated we still have some challenges with the front transit way. This has been an issue even before Greyhound. Metro will continue to work out a solution to address the issue of vehicles driving into the transit way. Overall the partnership with Green Bay Metro and Greyhound has been successful.

Staff will be working with the Mayor's office to prepare for Transit Week, which will be October 5 - 11, 2015. We will be sure to communicate those events to you.

We are currently at our 2-month trial period of the G-Line Route. We are reviewing the data and will keep everyone posted.

R. Scannell asked about the ridership for the G-Line Route.

P. Kiewiz stated ridership is good; we are averaging about 400-500 trips per week. It depends on the activities. It has been great for our transit system to be able to service areas down on Broadway that we have never been able to service before. Cabela's is one of many popular destinations. We will make a decision by the end of the week.

P. Kiewiz stated last week she was in Washington D.C. with WURTA as she sits on the Legislative Committee for WURTA. Our message is that we need long term transportation funding. We had some great meetings. The delegation was made up of Madison, Wausau, Green Bay, and the Labor-President of ATU here in the state.

9. Other Business

R. Scannell stated a rider this morning asked if he would share his concerns regarding Route 5; he would like to see more than eight (8) hours of service a day and service on Saturdays.

P. Kiewiz stated Route 5 is similar to the old Route 9. Over the years this route has been a lower performing route. It does service Southwest and Lombardi schools. There is a need for the service. We reduced it to peak hours only a couple years ago. Patty is aware that riders would like to see more service to Route 5. Metro's challenge with some of the changes is funding. Metro needs to sit back and look at the most utilized areas when determining service areas. Metro planned on 55.50% funding for this year; however we received word that has been reduced to 55.08% funding. That little bit does make a difference on our budget. For 2015 it is about \$100,000 less than what we anticipated. We are already 7 to 8 months into the year; and are finding out we are going to be down \$100,000.

R. Kolb inquired if this is State and Federal Funding.

P. Kiewiz stated yes. We are hoping our fuel savings will help offset the costs. Fuel costs are currently coming at \$1.68 per gallon. We will see a little increase in fuel coming into the winter months; due to switching fuel products.

J. Withbroe inquired about Howard participating in public transportation.

P. Kiewiz stated she had met with Village of Howard and the school district earlier this year. There are some funding concerns; they would have to come up with the local share. Their current levy limits would make funding public transportation a challenge for them. The Village and the school district of Howard are looking at all their options. They are conducting a survey to determine their transportation needs. Once they have collected all the data, they will share the results.

10. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, October 14, 2015 at 8:15 a.m.

11. Adjourn

Motion made by R. Antonneau, seconded by R. Scannell, to adjourn at 8:30 a.m. Motion carried.

Respectfully submitted,

Essie Fels